



Job Announcement

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REPOST - Previous applicants will be considered OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	February 12, 2014	Closing Date:	February 20, 2014
Job Title:	Lead Bailiff	Position Type:	Contractual Full Time
PIN:	940315	FLSA Status:	Non-Exempt
Location:	District 3, Caroline County Denton, Maryland	Salary:	J10 \$18.45 per hour
		Financial Disclosure:	No

Essential Functions: Responsible for the overall security operation of the courthouse located in District 3, Caroline County, by providing the day-to-day guidance, direction, scheduling and assignments of bailiffs. Work involves ensuring the safety of visitors, judges, employees and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector and x-ray machine. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Inspects facility and security equipment, limiting security threats and breaches. Participates in the hiring and disciplinary actions of subordinate staff. Reports to a Supervising Bailiff or other supervisor designated by the Administrative Clerk. This position is considered essential personnel.

Education: High school diploma/GED and **MUST be a graduate of a Police Training Academy.**

Experience: One year of experience as a District Court Bailiff.

Skills/Abilities: Knowledge of laws of arrest and arrest procedures and techniques. Knowledge of District Court security procedures. Ability to recognize and diffuse difficult situations by taking appropriate action promptly. Ability to coordinate staffing needs and accept direction from supervisory staff. Ability to work independently of the supervising bailiff. Ability to communicate effectively with team, judicial staff and general public. Ability to obtain certification in first aid and CPR/IAD. Ability to defend themselves against and/or engage in physical contact with disorderly or combative persons. Ability to stand or sit for long periods of time. Ability to operate a PC and standard office equipment. Ability to use word processing applications and Lotus Notes. Ability to deal politely and professionally with co-workers and members of the bench and other agencies. Ability to organize and work well with others. Ability to be courteous and tactful with citizens and co-workers, and willingness to assist the public and co-workers as needed. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title to:

Grace Achuff, Administrative Clerk
District Court of Maryland-District #3
170 East Main Street
Elkton, Maryland 21921

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.